**Flowchart for Purchases at Panguitch Elementary School**

Need for item is identified by teacher(s):

Classroom audio enhancement for use with hearing impaired students equipment at Panguitch Elementary School. Teacher locates vendor (website or catalog) and identifies desired equipment.

Upon approval, school secretary or teacher places order to vendor through Garfield School District account.

Purchase order from vendor (website or catalog) or from school office is completed by teacher and delivered to principal for approval or denial for purchase.

At the end of each school year, schools are budgeted an amount of money to use in the purchase of supplies for the following year. This amount is usually based on a per pupil assessment and is leveled equally across the district. These kinds of supplies include the regular classroom equipment found in any normal classroom (e.g. crayons, scissors, pencils, glue, notebooks, etc..). Purchase orders are completed by the individual classroom teacher, with the final order being placed by the school secretary. These purchases are usually done through common vendors with whom the district has an account. The district purchasing secretary shares the access codes with school secretaries, but all orders are placed on the Garfield county School District Accounts. Deliveries are taken at the district warehouse and delivered to individual schools.

Purchase of other items that are not considered standard supplies for the classroom (sound equipment, digital cameras, smart boards, computers, etc.) must follow the process similar to the one in the flowchart above. These are first approved by the principal, and then sent through the district office, then back to the school for completion of the final order.

Trust lands funds have been used to purchase some larger more expensive equipment such as smart boards, iPods and other technologies. The process then goes through the community council and requires the approval of that group, but seems to bypass the district level of approval somewhat. Usually, teachers are polled to see if they what desires they have for use of the trust lands funds, then these ideas are presented to the community council, and sometimes the process works vice versa.

One more recent option given to our school for use with purchases outside of the major supply and equipment purchases described above is a credit card. Our principal has district issued card on which a limit is placed by the district. We can use this card to purchase small items and maybe other supplies that we find on sale at Wal-Mart. We have also been allowed to use it for online purchases and the like. All of these purchases must be approved by the principal first.

Teacher installs own equipment.

District purchasing secretary checks order and approves/denies order based on available funds in Garfield County SD Fund 10 Location 110 (Panguitch Elementary) Instruction 1000 Program ???? Object 646.

Final order is placed at the Panguitch Elementary School secretary.

Order delivery is taken at the district office. Then the item is delivered by hand to Panguitch Elementary School Office.